

KENTUCKY DEPARTMENT OF AGRICULTURE  
Division of Food Distribution

**FOOD LOSS RECORD**

(To be kept in back of Perpetual Inventory Book)

Claim Report, KY-FD-25 **MUST** be filled out and sent to the  
Food Distribution Office for all losses **OVER** \$100.

Date Loss Discovered	Commodity Lost	Quantity Lost	Dollar Value	Circumstances Surrounding Loss	Claim Report Filed	
					YES	NO

## INSTRUCTIONS FOR FOOD LOSS RECORD

**PURPOSE:** This form is to be used to record all losses regardless of their dollar value. It should be kept in the back of the Perpetual Inventory Book. This record will be checked when Administrative Reviews are conducted.

**NOTE:** Any loss exceeding \$100, in value must be reported to the Food Distribution Office on the Food Loss Report Form KY-FD-25.

### FORM INSTRUCTIONS:

- Date - Enter the date the loss was discovered.
- Name of Commodity - Enter name of USDA commodity lost.
- Amount Lost - Enter the quantity of food lost - you may record it in smallest units.
- Dollar Value - Enter value of food lost.
- Circumstances Surrounding loss - Enter all pertinent information surrounding the loss of any USDA commodity.
- Claim Report Filed (Yes or No) - Indicate with a X whether a claim report (KY-FD-25) has been filled out and sent to the Food Distribution Office.